



WebGrants Application Walkthrough for Community and Faith-Based Organization Micro-grant Opportunity





SFA Tester
Tester
Site Visitor ASSIGNED - External,
Business Operator, Central Signature

Funding Opportunities

List of all current funding opportunities

Dashboard > Back > Print > Online Help > Log Out

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission.

ID	Status	Agency	Program Area	Title
2128	Test	VA DBHDS	Test Program Area	Test - Phase 2 SFA Funding Opportunity

Showing 1 to 1 of 1 entries

- Login to WebGrants
- Click on Funding Opportunities on the left
- Click on either 6793 or 6794 to start the application, listed on this slide
- Remember to use the WebGrants Back button only to navigate back in the system

6793	Editing	Community and Faith-Based Organizations Mental Health Micro-Grants
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6794	Editing	Community and Faith-Based Organizations Substance Abuse Micro-Grants
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Funding Opportunity Details

? Ask a Question

Copy Existing Application

Start New Application

2128 - Test - Phase 2 SFA Funding Opportunity

Funding Opportunity Details

Test Program Area

Final Application Deadline: Jun 23, 2023 12:53 PM

Status: Test
Award Amount Range: \$5.00 - \$5,000.00
Project Dates: 04/03/2023 - 09/29/2023
Award Announcement Date:

Program Officer:
Phone:
Email:

- Click on Start New Application Button
- Once a New Application is started, find it under Applications (no need to start another application)

SFA Tester
Tester
Site Visitor ASSIGNED - External,
Reviewer, Grants, Contract Signature

- Dashboard
- Funding Opportunities
- Applications**
- Grants
- Reports
- My Profile





Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person to receive notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: SFA Tester Grant Application_JHS_5_2_2023

Primary Contact*: SFA Tester

Organization*:

Additional Applicants*:

Save Form Information

will receive automated email

- Type in a title that will allow you to find it easily in the system
- Select the Primary Contact for the application & click Save Form Information button
- Then choose your organization & click Save Form Information
- Finally use the Additional Applicants drop down to choose all the people from your organization including your signatory



Status: Editing

Stage: Final Application

Application Due Date: Dec 29, 2023 12:53 PM

Program Area: Test Program Area

Funding Opportunity: 2774-Test - Phase 2 SFA Funding Opportunity

Organization: BaseLine Organization

Requested Total:

- All the application forms must be filled in, saved and marked complete before the Application may be submitted (red band will turn to green when it is ready to be submitted)

Application Preview Alert History Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Project Description	
Project Outcomes Measures	
Budget Narrative	
Budget	
Single Audit Determination Inputs	

 Project Description

Please describe your experience providing the proposed services and staff expertise.

Description of Organization and Summary of Qualifications*:

This is a description of the SFA organization and summary of qualifications

425 character(s) left

Please include the target population and describe the need for the service.

Indicate any partners you plan to work with.

Description of Project*:

We are hoping to do this one thing for the project. Details 1, 2, and 3 will go here

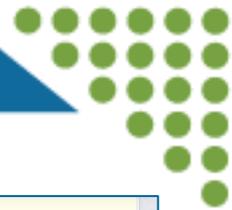
415 character(s) left

Describe any sanctions, convictions, federal program disbarments, licensing restrictions, DBHDS correction action plans that your organization has incurred over the past seven years. If you are currently receiving funding from DBHDS, please list these projects. If none, enter "Not applicable".

Disclosures*:

not applicable

- All items in red with an asterisk are required
- If no disclosures, just type n/a
- Click Save Form



Project Description

Please describe your experience providing the proposed services and staff expertise.

Description of Organization and Summary of Qualifications*:

This is a description of the SFA organization and summary of qualifications

Please include the target population and describe the need for the service.

Indicate any partners you plan to work with.

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We are hoping to do this one thing for the project. Details 1, 2, and 3 will go here

Describe any sanctions, convictions, federal program disbarments, licensing restrictions, DBHDS correction action plans that your organization has incurred over the past seven year projects. If none, enter "Not applicable".

Disclosures*:

not applicable

Last Edited By: SFA Tester - May 2, 2023 9:02 AM

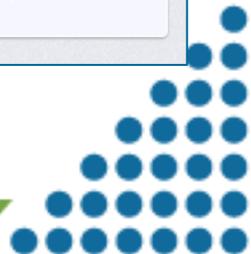
- Review the form after saving
- If changes are need, click Edit Form
- If complete, click Mark as Complete

Attachments - Other Attachments

Description	File Name	Type	Size	Upload Date	Delete
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No files attached.

Last Edited By: SFA Tester - May 2, 2023 9:02 AM





App List Genera Projec **Projec** Budget Budget Single

Project Outcomes Measures - Current Version

• Click Add Entry

Describe how the success of the project will be measured (using data) and describe how the activities of the project will be sustained following the end of the project period.

Performance Outcome Measures - Multi-List

+ Add Entry

Outcome Measure	Estimated Completion Date
No Data for Table	

+ Add Entry



- Fill in the Outcome Measure name
- Click on Estimate Completion Date field to pop up the calendar. Scroll to correct date using top bar and click date or type date in box
- Click Save Row button
- On next screen, click Add Entry to add another Outcome Measure
- When Complete, click Mark as Complete button

Performance Outcome Measures

Save Row

Outcome Measure*:

outcome measure 1

233 character(s) left

Estimated Completion Date*:

Calendar for August 2023:

<	August 2023							>
Su	Mo	Tu	We	Th	Fr	Sa		
30	31	1	2	3	4	5		
6	7	8	9	10	11	12		

Save Row





App List Genera Projec Projec Budget Budget Single

Budget - Current Version

Personnel Expenses - Multi-List

Personal Expenses for personal services includes all salary or hourly wage remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award. Compensation for personal services may also include fringe benefits and those should be separated from the salary or hourly wages and included in the below section. For additional information on allowability please refer to 2 CFR 200.430 and 2 CFR 200.431.

Description	Requested Amount
No Data for Table	

+ Add Entry

+ Add Entry

- Review the specifics for each type of expenses
- Click Add Entry



Personnel Expenses

Personal Expenses for personal services includes all salary or hourly wage remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award. Compensation for personal services may also include fringe benefits and those should be separated from the salary or hourly wages and included in the below section. For additional information on allowability please refer to 2 CFR 200.430 and 2 CFR 200.431.

Description*:

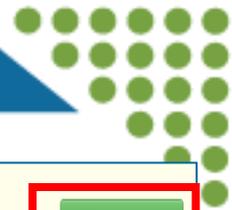
Requested Amount*:

Save Row

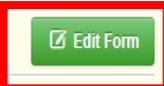
Save Row

- Fill in description
- Fill in Requested Amount
- Click Save Row





- Review Instructions and Example
- Click Edit Form

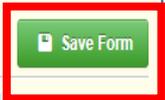


Personnel

Name - Position
Total Annual Salary (FTE) or \$/hr (Wage/PT) * Level of Effort (estimated % of costs) and Time (in months or weeks if not 12 Months) on funding source = Total Cost
 Justification for the budgeting the position on the award. Demonstrate the responsibilities of the position and how its function will contribute to the objectives of the federal grant.

Example
Jane Doe, Ph.D., Principal Investigator
1.0 FTE Annual Salary \$60,000 @ 100% over 6 months = \$30,000
 Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the grant. This includes hiring, training, and supervising staff; recruiting study participants; coordinating treatment; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting findings to SAMHSA and DBHDS.

Personnel:



Personnel

Name - Position
Total Annual Salary (FTE) or \$/hr (Wage/PT) * Level of Effort (estimated % of costs) and Time (in months or weeks if not 12 Months) on funding source = Total Cost
 Justification for the budgeting the position on the award. Demonstrate the responsibilities of the position and how its function will contribute to the objectives of the federal grant.

Example
Jane Doe, Ph.D., Principal Investigator
1.0 FTE Annual Salary \$60,000 @ 100% over 6 months = \$30,000
 Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the grant. This includes hiring, training, and supervising staff; recruiting study participants; coordinating treatment; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting findings to SAMHSA and DBHDS.

- Fill in the text box with Narrative information; include all items in the box for this expenditure type
- Click Save Form

Personnel: Jane Doe, Ph.D., Principal Investigator
 1.0 FTE Annual Salary \$60,000 @ 100% over 6 months = \$30,000
 Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the grant. This includes hiring, training, and supervising staff; recruiting study participants; coordinating treatment; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting findings to SAMHSA and DBHDS.





Subrecipient Organization Information

[Edit Form](#)

Include information for the Subrecipient Organization and Representative that will be signing the Single Audit Determination contract, if the your organization is awarded the Grant.

The Organization Representative should be the name of the contract signatory.

Organization Representative*: Mr. Big

Organization Representative Title*: CEO

Organization Representative Email*: ceo@myorg.com

Organization Representative Telephone: 999-999-9999

Organization Representative Fax: 888-888-8888

Include the end date of the Organization's Fiscal Year as mm/dd/yyyy.

Most Recent Fiscal Year End Date of the Organization*: 06/30/2023

- Click Edit Form
- Please use the person's information who will be signing the contract from your organization
- **IMPORTANT NOTE** for the A1 and B1 sections of this form: you **must** fill in yes on one section and no on the other. Whichever one you choose yes; the second section must be filled in (i.e., A1 is yes then A2 completed). If you do not do this your application will be negotiated back to you for further edits and this will delay your application being reviewed



A1. Single Audit Exemption Certification

Within the most recent fiscal year indicated above, I certify that the Subrecipient did not incur federal expenditures of \$750,000 or more for the all federal programs and is not required to have a Single Audit of federal programs in accordance with 2 CFR 200 Subpart F and 45 CFR 75 Subpart F.

Yes

If yes was selected then fill out section A2. If no was selected move directly to section B1.

⚠

- Click Edit Form
- Certify yes or no if your organization did not incur federal expenditures of \$750,000 or more
- If yes, please fill out A2. Federal Award Expenses Disclosure Grid by clicking Edit Grid, the total automatically calculates after you click Save Form or Save Grid
- If no, skip to B1.

Edit Form

35 AM Edit Form

Edit Grid

A2. Federal Award Expenses Disclosure - Grid

If your agency expended less than \$750,000 for all federal programs, please complete the following table for all federal programs where expenditures were incurred:

Row	Federal Awarding Agency	Pass Through Entity (if applicable)	Pass Through Entity Unique Entity Identifier	Subrecipient Entity Subaward Number	CFDA #	Total Expenditures incurred during the fiscal year
1	deo	hjk	789	567	123	\$10.00
2	dca	hjk	780	345	123	\$10.00
3	fdr	hjk	790	123	123	\$10.00
Total						\$30.00



B1. Single Audit Compliance Certification

Edit Form

Click yes if your organization received more than \$750,000 in federal funds during the latest fiscal year.

Within the most recent fiscal year indicated above, I certify that the Subrecipient incurred federal expenditures of \$750,000 or more for the all federal programs and is required to have a Single Audit of federal programs in accordance with 2 CFR 200 Subpart F and 45 CFR 75 Subpart F*:

- Click Edit Form
- Certify yes or no if your organization incurred federal expenditures of \$750,000 or more
- If yes, please fill out B2. Compliance Action
- B2. should include your Auditor's information

3 11:35 AM

Edit Form

B2. Compliance Action (If Applicable)

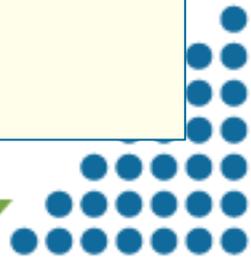
Edit Form

In the sections below, the Subrecipient will submit their organization's action plan for maintaining compliance with federal regulation pertaining to single audit requirements as described above. The subrecipient will propose an action plan with in which a Single Audit, performed by an independent and certified public accountant, and any accompanying findings will be provided to DBHDS. The single audit results will be provided to DBHDS no later than 90 calendar days from the effective date of the Subrecipient Agreement. Failure to comply with the requirement may result in remedies disclosed at 45 CFR 75.371, including but not limited to: temporary withholding of funds from the Subrecipient, suspension of the subrecipient award, and debarment from future federal funding opportunities through DBHDS.

Single Audit Compliance Action Plan:

12323412

Proposed Independent Auditor Name and Address:





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Reviewer, Applicant, Contract Signatory

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2142 - SFA Tester Grant Application_JHS_5_2_2023

Status: **Editing**

Stage: Final Application

Application Due Date: Jun 23, 2023 12:53 PM

Program Area: Test Program Area

Funding Opportunity: 2128-Test - Phase 2 SFA Funding Opportunity

Organization: BaseLine Organization

Requested Total: \$5,000.00

- Once all the forms are marked complete, note in green will show that the Application is ready for Submission
- Click the Submit Application to send the application to DBHDS for Review

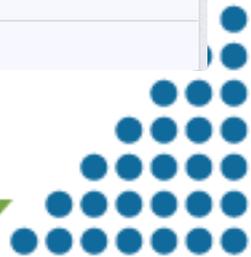
Application Preview | Alert History | Map

Application Details

Preview Application | **Submit Application** | Ask a Question | Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	May 2, 2023 8:59 AM - SFA Tester
Project Description	✓	May 2, 2023 9:02 AM - SFA Tester
Project Outcomes Measures	✓	May 2, 2023 9:57 AM - SFA Tester
Budget Narrative	✓	May 2, 2023 10:04 AM - SFA Tester
Budget	✓	May 2, 2023 10:22 AM - SFA Tester





- Click Submit on the Please Confirm pop up box to submit the Claim
- Claim will show in Submitted Status on the Applications Tab

Please confirm X

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel
Submit

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Tester
Site Visitor ASSIGNED - External,
Reviewer, Creator, Contact Signature

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Submitted Applications

List of all current submitted applications

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Current Applications
Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
2142	Submitted	Final Application	SFA Tester Grant Application_JHS_5_2_2023	BaseLine Organization	TPA-Test Program Area	2128-Test - Phase 2 SFA Funding Opportunity (Test)	Jun 23, 2023 12:53 PM

Showing 1 to 1 of 1 entries





- Review the DBHDS Website for more information on Grants: www.dbhds.virginia.gov/grants
- Reach out to webgrants@dbhds.virginia.gov with any questions on registering in the DBHDS WebGrants System

